

**SECURITY OFFICE****FUNCTIONS AND ACTIVITIES**

31 October 1954

By authority of Section 102d (3) of the National Security Act of 1947 which states: "...under the direction of the National Security Council - the Director of Central Intelligence shall be responsible for protecting intelligence sources and methods..."; and as assigned to the Security Office by CIA [REDACTED] (latest revision 10 August 1954) and implemented by [REDACTED] of Agency Regulations, the Security Office, under the Director of Security, is responsible for the preparation and execution of the Agency's security program, with the performance of certain security inspection functions and the planning and implementation of emergency measures. In this connection, the Director of Security recommends the establishment of Agency policy relating to security and establishes procedures for their implementation; establishes safeguards necessary to prevent penetration activities by non-authorized individuals; develops domestic counter-intelligence programs for the Agency; obtains and evaluates, through investigations and liaison contacts, pertinent information regarding personnel for employment, assignment or association with the Agency; approves or disapproves, from a security standpoint, the employment or utilization of individuals by the Agency.

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The Director of Security, in discharge of his duties, determines the effectiveness with which security programs and policies are being accomplished; coordinates and engages in policy and program planning of emergency measures; prescribes security policy relating to liaison and contact relationships of Agency officials with others; establishes and maintains necessary liaison with officials of other Government agencies on security matters; investigates reports of violation or non-compliance with security policies or regulations and recommends or initiates appropriate action as may be required. He conducts specialized inspections and investigations and prepares reports to assure proper maintenance of security. He also conducts research in security fields. Trained professional security officers are provided to other Agency components in accordance with the requirements of Agency missions and installations.

The functions and activities of the various divisions and staffs of the Security Office are given in detail in the following sections:

## ADMINISTRATION AND TRAINING STAFF

This Staff provides the administrative, personnel and training support for all components of the Security Office, both headquarters and field. It establishes, develops and maintains internal administrative policies and procedures; is accountable for all property assigned to the field and certain technical equipment assigned to headquarters; and prepares reports, studies and budget estimates. It formulates specialized security training programs and courses and conducts classes in connection therewith. Such courses include technical instruction peculiar to the Security Office operations, and on-the-job and career management training in close coordination with the Agency's career and training programs and policies.

### Administration & Support Branch

This Branch provides direct administrative support, including internal policy formulation and guidance, to all Headquarters and Field components of the Security Office as concerns Budget preparation and control, travel and transportation, communication and registry, procurement and accountability of supplies and equipment, and contractual services. The Branch also participates in operational support by maintaining and supervising safehouse facilities and in the procurement and control of documentation for use in clandestine operations.

### Training Branch

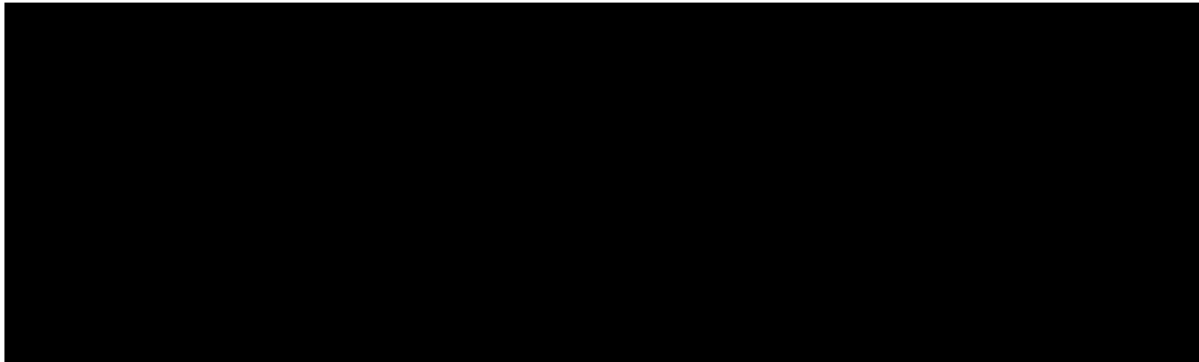
This Branch develops training programs for Security Office personnel, including professional investigators operating under various covers and assigned to [REDACTED], as well as personnel being groomed for Security Officer assignments within and outside the United States. Provides technical instructions peculiar to Security Office operations; provides security guidance and instructions to Agency officials and employees through lectures, consultations and seminars; and provides guidance for "on-the-job" and career management training.

### Personnel Branch

This Branch provides the normal personnel support including selection, processing and assignment of personnel in the Security Office and thereafter administers employee benefits and career development programs. Due to CE and CI aspects it must directly participate in the recruitment and placement of Security Office covert personnel,

providing appropriate briefings and "cut-outs" necessary in the transfer of records from other Agencies. It provides recommendations and evaluations of employees for use in promotion actions, position selections and career development. It analyzes and projects personnel requirements in order to maintain proper balance of employee strength with relation to work loads.

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#### SECURITY CONTROL STAFF

This Staff devises, formulates and supervises security policies for the protection of classified information and intelligence material. It makes security determinations and offers guidance with respect to the official contacts of CIA with other government agencies and foreign governments, and to Agency employees as concerns outside personal activities such as publication of writings, delivering speeches, foreign travel and other personal matters in which an element of security might be involved.

#### SECURITY RESEARCH STAFF

Receives, evaluates and develops information for the purpose of preventing penetrations of CIA by foreign intelligence organizations; plans, supervises and controls and carries out to a logical conclusion such operations as are necessary to insure fulfillment of this objective; and studies, devises plans, constructs, conducts experiments with and instructs in the uses of measures, methods and equipment as aids to investigation and interrogation in the practice of counter measures.

#### INSPECTION STAFF

The Inspection Staff conducts security inspections of foreign [redacted] as directed; performs special inquiries and surveys within CIA where security problems exist; serves as the coordinator within the Security Office for foreign and domestic security officers; makes

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general inspections within the Security Office as required by the Director of Security; makes recommendations concerning the security suitability of non-CIA training facilities, and prescribes necessary security measures incident to their use; monitors the visits or assignments of foreign nationals within CIA buildings; reviews and monitors the security ramifications relative to all Agency classified contracts; reviews and approves requests for the shipment of certain sensitive materials within the United States; and upon request furnishes and coordinates security guidance to other CIA components.

### SECURITY DIVISION

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#### Personnel Security Branch

This Branch appraises and analyzes reports of open and semi-covert investigations in order to approve or recommend disapproval to the Director of Security, from a security standpoint, of the employment or utilization of individuals by the Agency. It operates a system of review and re-appraisal of employees and initiates action for termination of open and semi-covert employees constituting security risks. It conducts interviews on security matters, maintains personnel security files, and controls dissemination of personnel security information to other Government agencies. It conducts a program of instructional briefings on security matters concerning employees departing for overseas stations and exit briefings for open and semi-covert personnel leaving the Agency.

#### Physical Security Branch

This Branch establishes physical security standards to safeguard classified information and material in the custody and control of the Agency and protect it from loss, theft or compromise, either by inadvertence or by deliberate intent; safeguards Agency Headquarters installations against penetration by unauthorized persons, or damage by fire or natural disaster. In performing the above, it develops and implements CIA security regulations. It

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